



# Board Meeting Minutes

24 September, 2019

Beginning: 17:30  
End: 20.30  
Venue: NNNHQ Belgian Delegation

## Attending persons:

- Serge Devynck (President)
- Anja Malms (Vice-President, Entertainment Coordinator)
- Berthold Malms (Bazaar Coordinator)
- Erin McCoy (Treasurer)
- Nevena Sic (Charity Team)
- Stacey Gingrich (Charity Team, Guest Coordinator)
- Olivia Ronayne Casimiro (Membership Coordinator)
- Rachel Curry (Tombola Coordinator)
- Baros Szabina (Secretary, Teen Coordinator)

## Absent persons:

- Lara Ronayne Casimiro (Sponsorship Coordinator, Webmaster)
- Karine De Koninck (Charity Team)
- Bernadette Nguyen (Restaurant Team)
- Thomas Baldzuhn (Restaurant Team)
- Yurii Senchuk (Restaurant Team)

## President

- Opened the meeting
- Approval of minutes from 3 September 2019 – approved by all Board members present
- Asked Erin about her private e-mail being included in the Board members' distribution list, Erin confirmed that it is solved. However, Rachel seems not to be on the list yet
- Sponsor visibility – Serge asked Rachel to check with the Swiss NR if there is enough space to exhibit Switzerland's tombola price at their national stand
- VIP Morning Coffee – Serge confirmed that it will not have the form as in previous years, and definitely not in the Diplomat restaurant. We are still looking for solutions, if any nation has a good idea of where and how, and can take the lead, that is a good solution. Some VIPs will need an invitation and access card.
- Future dates of Bazaar:
  - ✓ 17 November 2019 – Bazaar
  - ✓ 25-29 November 2019 – After-sales period (NB: there is a ministerial meeting on the week after the Bazaar and at the beginning of December a lot of people will travel to UK). After

- sales is optional for Nations. Rachel will prepare the Doodle forms for the Nations to book the stalls
- ✓ 10 December 2019 – Board Meeting on which we need to decide how much money we will give to the charities based on the income of the Bazaar
  - ✓ 3 December 2019 – this date stays as deadline for the Nations to transfer their funds collected during and before the Bazaar. Erin will give an overview of the money to the Charity Team: they will prepare a proposal in an Excel sheet with different breakdown scenarios (maximum amount / minimum amount)
  - ✓ 8 January 2020 – Board Meeting
  - ✓ 14 January 2020 – GAM to inform Members about the amounts we fund each charity
  - ✓ 28 January 2020 – Donation Ceremony (prio1), prio2: 27 or 29 January. Berthold will do the room reservation on phone. Nevena needs a meeting between Charity Team and Serge/Anja on how to organize the Donation Ceremony
- Serge asked the Board members about their plans on leaving the Board next year: Rachel and Nevena are leaving Belgium thus they will leave the Board too next year

#### Vice-president

- We postponed the GAM to 2<sup>nd</sup> October because the Press Briefing Room is available only this day
- Kick off bake sale was a success (EUR 1948.34), Board tombola sales with income of EUR 296,10 plus EUR 19.85 in small change. Anja emphasizes that we as Board members should all be there at such events, only a very serious excuse is acceptable to miss it
- Graphics issues: everything is printed: the trifold is the only thing missing and those that cannot be printed now because of missing information. Trifold: we thought about changing it into a smaller one (content: BE and INT charities, floor plan, general info on what NCB is about, sponsors, less pictures as planned originally) – Board members agree. The Nations ordered several info folders from Anja already. Passes are printed, Anja gave them to Stacey.
- Guest Access: Anja and Stacey had a meeting with NOS, Mr. Lambert.
- Assistant Secretary General officially confirmed the Bazaar date on 17 November
- Restaurant visit: a meeting took place with IFM and Aramark, then with the Restaurant Team. A Restaurant tour was also organized with the participation of the Restaurant Team, IFM and Aramark, so Restaurant Team knows how much space they have.
- Agora plan: there was a meeting today with IFM, then Anja and Berthold started to put together the raw draft for the Agora floor plan. On this Friday there will be a big meeting with all the stakeholders.
- Entertainment on Stage: 8 performers booked already, 3 slots are left open. Rachel: NATO Choir will take one slot and Mons NATO Choir is interested too. Anja will advertise the open slot(s).

#### Bazaar Coordinator

- Berthold is preparing a new plan for the AGORA, Public Square and Restaurant for this Friday's stakeholder meeting based on the questionnaire received and restrictions got from last year's Bazaar. The aim is to show them a first draft in order to discuss all open issues. As a result, we will hopefully have an agreed plan with which we can go back to the architect in order to file a final plan and then present it at the next GAM. (Mr Lambert / NOS need the raw draft for the Agora and the Restaurant areas before the meeting on Friday.)
- Premeeting with IFM and Aramark took place together with Anja – they recommend us not to use the Diplomat restaurant due to the Foreign Ministerial meeting, and informed them that the EXKI is a no-go, basically because of the delicate furniture. We already planned accordingly. IFM

and Aramark invited the Restaurant Team to meet because they wanted to see our plans. After the meeting (Bernadette, Yurii, Anja) Bernadette prepared a layout for the Restaurant Area which was not meeting the criteria/restrictions from last year. Therefore, it has been decided from the Board that Anja is taking over the planning for the floor plan (Restaurant Area) due to the stakeholder meeting at 27 October 2019.

- Agora: Berthold showed the floor plan to the Board members - we prefer the full long corridor arrangement, not the one where we are filling in the corners here and there. Due to the fire and rescue restrictions the National Stands have to be rearranged from last year layout.
- Tables: 261 tables were requested, we prefer the same size tables to avoid debates. After checking how many tables and what types we will be provided, Berthold has to distribute them among the nations and discuss. Anja will ask if Restaurant Team needs additional tables.
- Other equipment for Agora: Berthold will need to send our requests concerning the containers for waste, Stage, any other stuff for the Agora, in one e-mail. If the Coordinators and Teams have requests for tables or equipment, contact Berthold ASAP so that he can order it.
- We will put all sponsors inside the Agora, no Sponsors will be placed in the Public Square
- Placing Belgium in front of Exki is an option, not at the entrance (cold)
- If there is enough space on the Public Square, Rachel wants to put a picture of every price in front of the Press Briefing Room. When the number is drawn, she will put a sticky note on the pictures with the winning number.
- Restaurant planning and issues: while the planning for the Agora is fine, there are still a lot of issues and question marks for the Restaurant plan. 4-5 nations are missing from the Restaurant Plan. So far we have 24 restaurant stall requests, still waiting for Azerbaijan, and it is a real pity, that no one from Restaurant Team is here at this Board Meeting. Also, last year we decided that there are some nations who have to be at certain spaces in the Restaurant based on the food they are preparing – these ideas are not built into the floor space the Team has prepared. We have to have a feasible plan by this Friday's meeting. Serge: We will go with the plan from last year, and do all the already agreed changes based on experience from last year, we cannot use this present plan that was prepared by the Restaurant team. Anja emphasized the importance of the Restaurant and expresses her regret that nobody represents the Team at the present Board meeting. Serge will ask Lara to have an access to the [restaurant@natocharitybazaar.org](mailto:restaurant@natocharitybazaar.org) – our promise to the Members was to communicate to them as soon as we can but we have the feeling that the Restaurant Team does not handle the mails. Anja was never invited to any of their meaning either in spite of a promise she had been given about it.
- For next year we consider that the Bazaar Coordinator will take over the Restaurant coordination and will have 2 or 3 helpers. Olivia suggested Berthold to share the tasks with someone in the Board so that others will get to know at least some parts of his tasks
- Czech Republic offers face painting for children – will there be a kids' corner? We are thinking about it, in the frame of a non-financial contribution, we are negotiating with a sponsor (the one in the Staff Center)
- Olivia gives the proxies of the 3 September GAM to Anja, to the archives

#### Charity Team

- Nevena informs the Board members that the voting results are ready, 6 countries did not vote (Iceland, Tajikistan, ..... ) and there was only one issue – with the NR of Denmark: she told she had not have enough time to read the Pre-Briefing book of the INT charities (priority list) and thus she put only the top 5 rankings on her ballot. Charity Team decided not to count with this ballot because it would result in a distorted ranking in the total votes

- BE charities need the total fund of: EUR 76,799, INT priority list needs the total fund of: EUR 216,897, INT reserve list needs the total fund of: EUR 11,370, Maximum EUR 305,066 is needed to fund all the projects
- There were no problems during the voting process, some ballots were missing the name of the voting country but they figured it out during the GAM
- Charity Team is going to prepare the draft emails to the charities (to those who might get the funding), and a simple report for the GAM, an overview in 3 blocks. Nations will be able to find the detailed information on the NCB webpage. They will provide information to Erin too.

#### Teen Helper Coordinator

- Szabina told that she has already 3 volunteers for the Stage and had sent out some e-mails to last year's volunteers inviting them this year too.
- Seating area: asked Anja if it is possible to print signs to be put on the windowsills preventing people to sit there or to store food. This year the nations will not be responsible for assigned set of tables in the seating area, thus no national decoration will be on the tables – last year they decorated the tables but they did not take care of them. We will need to cover the fabric seating although they are already quite dirty. By the time of the Bazaar, some signs will be placed at the entrance of the Restaurant to show the directions of the “circulation”
- Anja suggests to put an older Teen Helper to the bottleneck area of the Restaurant – to help people to proceed to the Seating Area. Traditional clothed Teen Helpers will be still needed, let's invite Sandra Santos's daughter too

#### Tombola Coordinator

- Rachel sold all the dates for the national tombola ticket sales in the Doodle forms. Nations had some questions: she will not be there at each sale event but will provide the code and place of the Book in the lockers in Public Square. If you want to send messages from Doodle, you have to pay a monthly fee, but as a Board we do not want to, we will inform the Nations through Postmaster if necessary. Sign-up genius – Stacey recommends this app to Rachel, it can send out e-mails too
- She received the first tombola prize (from UK), she will start to build the Prize Book
- There are extra tickets (cca 2,000 in a box in the lockers, Lara, Anja, Berthold and Serge knows the code so they can give some to the nations if they run out of theirs during ticket sale events)
- The photos of the prizes should be published on the closed Facebook group too
- Board members can also help her with the Tombola during the weekend

#### Guest Coordinator

- Stacey informs the Board members that her meeting was great with Mr. Lambert, he was also stressing the deliveries on Saturday, for trucks only
- Passes are ready, (VIPs, Delivery, Musician and Helpers) and printed.
- A blue badge can bring in 4 close family members on Sunday
- All badge holders can get in on Saturday (family and blue)
- Musicians: if it is a family member then s/he does not need a pass
- If you have an access anyway, you don't need to be on any list for passes
- 22 October: Mr Lambert will speak during this GAM, Stacey will brief next week (2 October GAM) to the Nations
- Mr Lambert told: you don't need to have a company type of vehicle on Saturday, but you should have the delivery pass

- Taking photos at the Agora – Berthold will ask the NOS head about it on Friday

#### Membership Coordinator

- During the last GAM (10 September) and its Tombola distribution phase she tried to collect as many contacts as possible from Members, thus the Members' List is up-to-date
- The certificates for leavers are collected from Luigi and members will get them during the next GAM
- She will promote the idea that the nations use a generic e-mail address instead of private e-mails. She plans to have a total update every September – that is every member should confirm their contacts for the present year (there are member data form 2016 in the present list)

#### Any Other Business

- Anja will discuss the ING issue with Lara
- Serge: we would need a volunteer lawyer in our organization who can stay for a couple of years at NCB if possible, because the rules and controls on asbl-s are getting more complicated to follow now and in the future. We should ask some lawyers who already work at NATO or in Belgium.
- Berthold will send out the Bazaar Instructions after the 2 October GAM, but beforehand he will send it around inside the Board – please read it and comment during the next Board Meeting

Brussels, Dated as above

Minutes keeping: Szabina Baros